<u>SEEDS</u>
<u>METRICS PLANNING & REPORTING STUDY</u>

As a part of the Metrics Planning and Reporting Study, several NASA-funded data centers /providers, sponsors and researchers have been asked to respond to the following questionnaire. The answers will be held confidential and will be aggregated to provide recommendations to the Earth Science Enterprise regarding metrics and progress tracking in future procurements of data and information systems and services.

NAME OF ACTIVITY:

TYPE OF ACTIVITY (FLIGHT PROJECT DATA SYSTEM, RESEARCH PROJECT DATA SYSTEM, DATA CENTER, ETC.):

POINT OF CONTACT (POC):
    Name:
    Phone:
    FAX:
    e-mail:

A. Mission (Summary Level)

The intent of these questions is to establish a context for the questions to come.

1. Please describe the mission, major goals and top priorities of your activity.

2. What is the planned life cycle for your activity, including start date, current stage, and planned end or completion date?

3. Please list any other activities that your activity directly supports (e.g. a research activity or data center to whom you regularly provide data or products).

4. Please briefly describe the community of users your activity serves.

B. Organizational Relationships

The intent of these questions is to develop an understanding of how your activity fits into a bigger picture of organizations, responsibility, and flow of resources. They also seek to obtain information about institutional infrastructure, resource sharing, and institutional commitments appropriate to the function of your activity (e.g., scientific research, mission support, long-term archiving).

1. Please provide a chart(s) showing how your activity fits into any broader structure your activity is a part of (e.g. a Branch of a Division of a Center, a group within

an institute at a university). Please highlight management relationships as well as project or working relationships with other activities.

2.   What organization(s) fund your activity? Please explain what parts of your overall activity are funded by each.

3.   If you are funded from more than one source, what is your experience with conflicts between your sponsors' different priorities or expectations?

4.   In each case, what instrument(s) (e.g. contract, grant, cooperative agreement, etc.) is/are used to administer your funding, and do you find the administrative instrument(s) suitable for your activity's mission?   Please explain any case in which you do not.

5.   If your activity includes distributed elements that you fund and administer, what mechanism(s) (e.g. contract, grant, cooperative agreement, etc.) do you use with your distributed elements, and do you find them suitable in each case?

6.   What are the technical and financial reporting requirements you have for your distributed elements?

C. Metrics Collection and Reporting

The intent of these questions is to obtain an understanding of success metrics that are currently being used and any recommendations you have for improving them in the future.

1.   What are the technical and financial reporting requirements, including metrics, that you meet? Which metrics do you feel are the key ones for reporting your activity's performance?

2.   How much resource (time or FTE) does your activity spend collecting and reporting metrics?

3.   What metrics do you collect that are particularly useful to support your internal management requirements (e.g., items you monitor to improve system performance or operational efficiency)?

4.   Do you find that metrics collected by your activity and reported to your sponsor(s) are useful for reporting your successful accomplishments, and detecting and facilitating the mitigation of problems? If not, why not?

5.   Do you feel that you have adequate input in defining the performance metrics that you collect and report to your sponsor? If not, please explain.

6.   How do you believe your success is judged by your sponsor(s) and your user community? Do the metrics required by your sponsor reflect your user community's satisfaction with your performance?

7.   What metrics would you like to be able to measure and report in order to improve your sponsor's understanding of your activity's performance or value?

D. Accountability

The intent of these questions is to obtain an understanding of the any mandatory requirements you have for accountability in various areas, and ideas you have on improving the processes by which such requirements are enforced, especially keeping in mind that the requirements should be commensurate with your functions.

1.   What are your accountability requirements for Information Technology (IT) security? How do you assure that they are met? How do you report on them?

2.   What are your accountability requirements for other mandates from your sponsor(s)? (e.g., user privacy, web-site accessibility). How do you report on them?

3.   What are your accountability requirements for data stewardship (short-term or long-term)? How do you report on them?

4.   Please include any recommended improvements to mechanisms for ensuring accountability as they apply to the functions of your activity.

E. General

1.   Do you feel that you have the authority (the ability to directly control or manage your activity's work) that you need to do the job that you are held accountable for? If not, please explain (e.g., in what areas do you need more authority to provide services for which you are held accountable?).

2.   What, if any, new or improved means (e.g., workshops, conferences, special issue journals, etc.), would you recommend for the future to better publicize your accomplishments as well as for the benefit of ESE data systems and services? What could a "SEEDS Office" of the future do to facilitate publicizing accomplishments of activities, such as yours, funded by ESE?

3.   Please provide any additional comments you think would be helpful.